

ACCOUNTING

SCHOOL OF BUSINESS SCIENCES

Dean: Susan Corum

Academic Chair: Bob Urell

Faculty: Claudia Egkan, Dixie Massaro, Terry Thorpe, Bob Urell

CURRICULUM

Courses are offered in all phases of accounting. The curriculum emphasizes the use of the computer in a variety of accounting applications. Because the principles and practices of accounting are basic knowledge essential to any person entering the field of business, the faculty encourages students in related areas of business to enroll in accounting courses.

Courses offered through the department may be taken to satisfy the major requirements for the Associate in Science degree or Certificate of Achievement in Accounting; they may also be applied for transfer credit toward an upper division degree at a four-year college or university.

MAJOR

Students majoring in accounting at Irvine Valley College focus on the fundamental and intermediate principles and practices of accounting. The training they receive is intended to prepare them to make critical decisions based on data contained in various financial reports and statements. It also prepares them for accounting positions in the public and private sector in such areas as banking, retail and wholesale trades, and government.

DEGREE OPTION

• Associate in Science Degree in Accounting

Students must complete a minimum of 60 units of credit, including the courses in the major ("Major Requirements") and general education requirements (pages 56-61), with an overall GPA of 2.0 or better. A minimum of 12 units must be completed at Irvine Valley College. See pages 52-54 for further information.

CERTIFICATE OPTION

• Certificate of Achievement in Accounting

Students must complete all courses in the certificate program ("Major Requirements") with a grade of "C" or better. A minimum of 12 units in the certificate program must be completed at Irvine Valley College. See page 55 for further information.

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree at Irvine Valley College may not be the same as those required for completing the major at a transfer institution offering a baccalaureate degree. Students who plan to transfer to a four-year college or university should (1) refer to the University Studies major (page 185) and "Transfer Planning" (page 64); (2) consult the catalog of their prospective transfer institution (see the IVC Transfer Center for assistance); and (3) schedule an appointment with an IVC counselor to develop a plan of study before beginning their program. It may be helpful to meet with the department faculty at IVC.

MAJOR REQUIREMENTS: ACCOUNTING

ASSOCIATE IN SCIENCE DEGREE OR CERTIFICATE OF ACHIEVEMENT

Complete the following courses:		Units
ACCT 1A	Financial Accounting	4.0
ACCT 1B	Managerial Accounting	4.0

Complete a minimum of four courses from the following:

ACCT 204	Accounting Applications: QuickBooks	3.5
ACCT 212.1	Spreadsheets I	2.0
CS 1	Introduction to Computer Information Systems	4.0
MGT 1	Introduction to Business	3.0
MGT 12A	The Legal Environment of Business	3.0
TOTAL UNITS:		19.5-21.5

Recommended Electives: ACCT 114, 212.2; ECON 1, 2; MGT 103, 104, 120, 125, 268.

COURSES

ACCT 1A: Financial Accounting

4 Units

4 hours lecture, 1 hour lab

This course presents the basic theory and structure of financial accounting as an information system. The course covers all aspects of the accounting cycle, including financial statements, cash flow, and the adjusting and closing processes. The following areas of financial activity are examined: assets, including cash and receivables; debt and equity investments; inventories and accounting for plant assets; and accounting for capital acquisition through debt or equity financing. The corporate form of business ownership is the focus of this course. (CAN BUS 2; Acct. 1A+1B: CAN BUS SEQ A) NR

ACCT 1B: Managerial Accounting

4 Units

4 hours lecture, 1 hour lab

Prerequisite: Acct. 1A

This course covers the decision-making process associated with managerial accounting, focusing on manufacturing and service-related businesses. Various managerial principles will be applied to the decision-making process: fixed vs. variable costs; cost-volume-profit relations; centralized vs. decentralized budgeting; differential analysis; and product-pricing strategies. (CAN BUS 4; Acct. 1A+1B: CAN BUS SEQ A) NR

ACCT 114: Business Mathematics

3 Units

3 hours lecture

This course provides an overview of basic mathematical concepts and their application in such areas as discount, interest, depreciation, insurance, taxes, payrolls, and business problems. NR

ACCT 203: Cost Accounting

3 Units

*3 hours lecture**Prerequisite: Acct. 1B*

This course offers a comprehensive study of the theory, principles and practices of cost accounting. Topics covered include job order cost systems; process cost accounting; direct costing; and managerial use of cost data in decision making. NR

ACCT 204: Accounting Applications:**QuickBooks**

3.5 Units

*3 hours lecture, 1.5 hours lab**Prerequisite: Acct. 1A**Recommended Preparation: Prior computer and accounting knowledge or experience.*

This course focuses on converting from a manual to a computerized accounting system. Students learn to assess system requirements and software using current industry-standard accounting applications. They learn how to perform accounting transactions in the areas of general ledger, accounts receivable, and accounts payable; generate reports and financial statements; solve a variety of accounting problems; and develop an audit trail. This course provides background and training in the use of QuickBooks software in the Windows environment. R-E-3

ACCT 212.1: Spreadsheets I

2 Units

1.5 hours lecture, 1.5 hours lab

This course is designed for individuals seeking to develop introductory skills in using spreadsheet software. Students will use a spreadsheet program to organize and manage financial data. Topics include formulas and functions, charts and graphs, and developing a professional-looking worksheet. The course is also listed as Computer Information Management 212.1; credit will be given in either area, not both. NR

ACCT 212.2: Spreadsheets II

2 Units

*1.5 hours lecture, 1.5 hours lab**Recommended Preparation: Acct./CIM 212.1*

This course provides instruction and training in the use of spreadsheet software at the intermediate level. Students will produce sophisticated spreadsheet documents for a variety of business applications. Topics include working with lists and pivot tables, consolidating multiple worksheets and workbooks, integrating the spreadsheet software with other software programs and the World Wide Web, and creating macros. The course is also listed as Computer Information Management 212.2; credit will be given in either area, not both. NR

ACCT 212.3: Spreadsheets III—Certification

3.5 Units

*3 hours lecture, 1.5 hours lab**Recommended Preparation: Acct./CIM 212.2*

This course provides students with the advanced study and training required to qualify for certification in spreadsheet software. Students will review and learn to integrate all of the features of the spreadsheet program and incorporate data from other software programs and the World Wide Web. The course is designed to prepare students for the MOUS (Microsoft Office User Specialist) Core and/or Expert Certification exams for spreadsheets. This course is also listed as Computer Information Management 212.3; credit will be given in either area, not both. NR

ACCT 215: General Accounting

3 Units

3 hours lecture

This course presents the basic principles and theory of elementary accounting pertinent to a single proprietorship and partnership. Students learn how to apply accounting theory to the accounting cycles of service and merchandising business enterprises. This course is recommended for students seeking a bookkeeping foundation and for business majors. NR